

**STAFF INSPECTION STANDARDS
DIRECTORATE OF HUMAN RESOURCES
PUBLICATIONS PROGRAM**

1. PURPOSE. To establish unit and activity inspection standards in the area of Publications.
2. APPLICABILITY. These standards are applicable to all TDA and TOE units assigned or attached to Fort Benning.
3. GENERAL. The inspection consists of publications responsibilities and procedures established for requisition, distributing, and maintaining required publications. The enclosed checklist will be used.
4. EVALUATION CRITERIA. The unit will receive one of two ratings:
 - a. **MET:** Item 2 is rated as **MET**, and the activity has an overall score of 70% or higher.
 - b. **NOT MET:** A Not Met on item 2 will constitute a **NOT MET**, regardless of the score.
5. REFERENCES:
 - a. AR 25-30 (Mar 06)
 - b. DA PAM 25-33 (Sep 96)
6. POINT OF CONTACT: Mrs. Barefield, 545-5356, and Mr. Johnson, 545-1466, Admin Services Division, DHR.

**STAFF INSPECTION CHECKLIST
DIRECTORATE OF HUMAN RESOURCES
PUBLICATIONS PROGRAM**

UNIT INSPECTED: _____ **DATE:** _____

TYPE VISIT (SI): _____ **INSPECTOR:** _____

PUBLICATIONS PROGRAM	MET	NOT MET	N/A
1. Unit has inspection results from MSC/BN OIP (16 Points)			
2. A current DA Form 12-R is submitted through Post Publications. DA Pam 25-33, Chap 2, Para 2-2(5) Pg 2 (17 Points)			
3. An updated copy of the ID requirements printout is on file, or demonstrated ability to view on-line. DA Pam 25-33, Chap 3, Para 3-7, Pg 6 (17 Points)			
4. A current working copy of unit TOE/TDA is on hand. DA Pam 25-33, Chap 3, Para 3-1, 3-2 Pgs 4 – 5 (17 Points)			
5. Provide proof that annual review of ID requirements has been conducted. DA Pam 25-33, Chap 3, Para 3-1, pg 4 (17 Points)			
6. A system has been established to distribute publications received on ID and resupply. AR 25-30, Chap 1-28, pg 14, and DA Pam 25-33, Chap 5-1, pg 12 (16 Points)			

OVERALL RESULT (M//NM): _____

Comments:

Inspector's Name: _____ **Signature:** _____

Unit POC Name : _____ **Signature:** _____